

JSC Policy Directive

JPD 1590.2G

EFFECTIVE DATE: June 15, 2006 (Revalidated)

EXPIRATION DATE: June 15, 2011

***RESPONSIBLE OFFICE:** JP/Planning & Integration Office

SUBJECT: JSC Bulletin Boards and Directory Boards

1. **PURPOSE.** To define the policy for the use and control of JSC bulletin boards and directory boards.

2. **APPLICABILITY.** This Policy Directive applies to all organizations at JSC, SCTF, or Ellington Field.

3. DEFINITIONS.

3.a. Official Bulletin Boards. An official JSC bulletin board is for display of official Government notices only. Official boards will be located on the first floor of multistory buildings and in a central location of single-story buildings.

*3.b. General-Purpose Bulletin Boards. A general-purpose bulletin board is for display of unofficial material such as personal employee notices, Employee Activities Association (EAA) bulletins, etc.

3.c. Directory Boards. A directory board is for listing JSC and other Federal organizations occupying a building or floor. Directory boards will be located adjacent to main entrances and elevators.

4. POLICY.

4.a Material for directory boards will contain minimum information consistent with the necessity to readily identify the listed organizations. Names of individuals will not be posted.

4.b. Material soliciting business or commercial products, services, or investments is not authorized for posting.

4.c. Material will not be posted on walls, doors, etc.

5. RESPONSIBILITIES.

*5.a. The JP/Planning & Integration Office is responsible for reviewing updates and maintaining access keys for directory boards.

*5.b. Division Chiefs are responsible for providing updated directory board listing to JP/Planning & Integration Office in a memorandum which identifies the organizational listing(s) to be removed from a particular directory board and those placed on a directory board. This information should be provided immediately upon vacating or moving within a building. Once approved, divisions are responsible for updating information on directory boards.

5.c. Organizations generating material for display on official bulletin boards will post "Official Government Notices" and will remove such material as appropriate.

5.d. Representatives of Recognized Labor Organizations will submit for review by the Labor/Management Relations Officer (Programs and Policy Office) any material they plan to post on general-purpose bulletin boards.

5.e. Individual employees and employee organizations will post their own material on general-purpose bulletin boards and will remove such material after a period not generally exceeding 15 workdays. Material will not exceed 8.5 x 11 inches in size. Posting date will be shown.

7. **RESCISSION.** JPD 1590.2G, 10/19/2004.

*Denotes change.

original signed by:

*Joel B. Walker
Director, Center Operations

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